



ICAR-CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES
(Indian Council of Agricultural Research)

BARRACKPORE, KOLKATA - 700 120, WEST BENGAL

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F. No. 13(11)/2016-17/ 961-65

Dated:- 4/5/16

OFFICE ORDER

In supersession of all previous orders, Director, ICAR-CRIJAF is pleased to reconstitute the following Committees and Cells and also to nominate following Incharges / Coordinators / Nodal Officers with effect from the date of issue of this office order. In absence of the Chairman, Co-Chairman will act as Chairman of the Committee and in absence of Incharge of Cell, the next officer will act as Incharge of the Cell as and when required.

1. Institute Performance Review Committee

- Chairman - Director
Members - All HODs. Incharge -Agril. Extn., Network Coordinator (AINP on JAF), Head of Office, SFAO, Incharge-PME Cell, Dr. A. B. Mandal, Dr. Kunal Mandal, Dr. Bijan Majumdar, Dr. C. S. Kar, Dr. H. Chowdhury, Dr. A. K. Singh, Sri Nilanjan Paul, all AAOs
Member-Secretary - Dr. A.K. Chakraborty

2. Institute Technology Management Committee (ITMC)

- Chairman - Director
Members - Dr. Jiban Mitra, Dr. S. Satpathy, Dr. D. K. Kundu, Dr. A. K. Ghorai, Dr. B. Majumdar, Dr. M. S. Behera, Dr. R. K. Naik, Dr. Ganesh Chandra, Scientist, CIFRI, Barrackpore
Member-Secretary - Dr. Surja Kr. Sarkar

3. Technology Foresight Committee

- Chairman - Director
Members - Dr. S. K. Sarkar, Dr. Subhojit Datta, Dr. Mukesh Kumar
Member-Secretary - Dr. Pratap Bhattacharyya

4. Finance and Audit Review Committee

- Chairman - Director
Members - All HODs, I/c-Agril. Extn., Network Coordinator (AINP-JAF), Head of Office, Chairman-Works Committee, Incharge- EBM&C, Dr. Kunal Mandal
Members (Co-opted) - I/c-Research Stations, PC-KVK
Member Secretary - SFAO

5. Prioritization, Monitoring and Evaluation (PME) Cell

- Incharge - Dr. Surja Kumar Sarkar
Members - Dr. B. Majumdar, Dr. Pratap Bhattacharyya, Dr. Subhajit Datta, Dr. H. K. Sharma, Sri Nilanjan Paul

6. Works Committee

- Chairman – Dr. Sabyasachi Mitra
Co-Chairman – Dr. R. K. Naik
Members - Dr. Ritesh Saha, Dr. Amit Bera, SFAO, Head of Office
Member-Secretary - AAO (Admn.-II)

7. Academic and HRD Committee

- Chairman – Dr. Jiban Mitra
Co-Chairman – Dr. Chinmay Biswas
Member - Dr. Subhojit Datta
Member-Secretary - Dr. P. Satya

8. Farm Management Committee

- Chairman – Dr. D. K. Kundu
Co-Chairman – Dr. A. K. Ghorai
Members - Dr. M. S. Behera, Dr. R. K. Naik, Dr. Mukesh Kumar
Member-Secretary - Dr. Amit Bera

9. Purchase Advisory Committee

- Chairman – Dr. Kunal Mandal
Co-Chairman – Dr. D. K. Kundu
Members - Dr. P. Satya, SFAO, Head of Office
Co-Opted Member - Indenting Officer
Member-Secretary - AAO (P&S)

10. Technical Advisory Committee

- Chairman – Dr. Surja Kumar Sarkar
Co-Chairman – Dr. Pratap Bhattacharyya
Members - Dr. Subhojit Datta, Dr. A. Anil Kumar
Co-Opted Member - Indenting Officer
Member-Secretary - AAO (P&S)

11. Local Purchase Committee

- Chairman – Dr. Pratap Bhattacharyya
Co-Chairman – Dr. H.K. Sharma
Member - SFAO/his representative
Co-Opted Member - Indenting Officer
Member-Secretary - AAO (P&S)

12. Tender Opening Committee

- Chairman – Dr. Rajib Kumar De
Co-Chairman – Dr. Dipnarayan Saha
Members - Dr. D. Barman, Dr. R.T. Maruthi, Dr. M. Ramesh Naik
Member-Secretary - AAO (P&S)

13. Price Fixation Committee

- Chairman – Dr. A. K. Ghorai
Co-Chairman – Dr. C. S. Kar
Members - Dr. Amit Bera, Dr. A. Anil Kumar, SFAO, Head of Office
Member-Secretary - AAO (P&S)

14. Institute Bio-Safety Committee

- Chairman – Director
DBT Nominee – Dr. Dilip Kumar De, Professor & Associate Dean, Division of Genetics & Plant Breeding, BCKV, Mohanpur, Nadia
Members - Dr. S. Satpathy, Dr. D. Sarkar, Dr. A. B. Mandal, Dr. Bijay Kumar Chanda (Medical Officer , ICAR-CRIJAF & Bio-Safety Officer), Dr. B. P. Mohanty, Pr. Scientist & HOD, ICAR-CIFRI, Kolkata (Outside Expert)
Member-Secretary - Dr. Subhojit Datta

15. Germplasm Identification Committee

- Chairman – Dr. Jiban Mitra
Members - Dr. Kunal Mandal, Dr. B. S. Gotyal, Dr. Hariom Kumar Sharma
Member-Secretary - Dr. S. B. Choudhary

16. Technical Committee for Sequencing Analysis

- Chairman – Dr. Jiban Mitra
Co-Chairman – Dr. D. Sarkar
Members - Dr. Subhojit Datta, Mr. L.L. Kharbikar
Member Secretary - Dr. Dipnarayan Saha

17. Transfer Committee

- Chairman – Dr. D. K. Kundu
Co-Chairman - Dr. S. Satpathy
Members - Dr. Jiban Mitra, Dr. Surja Kumar Sarkar, Dr. Sabyasachi Mitra, Dr. Sitangshu Sarkar
Member Secretary - Head of Office

18. Library Management Committee

- Chairman – Dr. Hemanta Chowdhury
Co-Chairman – Dr. Pratap Bhattacharyya
Members - Dr. Pratik Satya, Dr. Sonali Paul Mazumdar, Sri Saurindra Kishore Bhattacharya
Member-Secretary - Sri Kamal Kumar Banik

19. Information Technology Advisory Committee

- Chairman – Dr. C. S. Kar
Co-Chairman – Dr. Sitangshu Sarkar,
Members - Dr. A. K. Singh, Dr. Ashim Kumar Chakraborty, Dr. D. Barman
Member Secretary - Sri Nilanjan Paul

20. Estate & Maintenance Cell

- Incharge – Dr. R. K. Naik
Members – Sri Sudhir Sarkar, Sri Saurav Biswas, Sri Kalyan Broto Roy, Sri Yogi Raj Meena, Sri Avijit Dutta

21. Legal Cell

- Nodal Officer – Dr. M. S. Behera
Members – Head of Office, AAO (Admn – I), AAO(Admn – II)

22. Recruitment Cell

- Incharge – Dr. Subhajit Datta
Members – AAO (Admn.-I), Sri Tridib Ghosh, Sri Nilay Kumar Singh

23. Resource Generation Committee

- Chairman – Dr. B. Majumdar
Co-Chairman – Dr. Surja Kr. Sarkar
Members – Dr. C. S. Kar, Dr. Mukesh Kumar, Dr. S. B. Chaudhary, Mrs. Kanti Meena
Member-Secretary – Dr. Amit Bera

24. Press and Publication Committee

- Chairman – Dr. S. Satpathy
Co-Chairman – Dr. S. K. Jha
Members – Dr. A. K. Singh, Dr. Pratik Satya, Dr. Shamna A.
Co-Opted Members – Indenting Officer
Member-Secretary – AAO (P&S)

25. Quarters Allotment Committee

- Chairman – Dr. A. R. Saha
Co-Chairman – Dr. Sitangshu Sarkar
Members – Dr. R. K. Naik, Dr. P. N. Meena, AAO (Admn.-I), Head of Office
Member-Secretary – Sri Manoj Kumar Roy

26. Security Management Committee

- Chairman – Dr. B. S. Gotyal
Co-Chairman – Dr. R. K. Naik
Members – Dr. V. Ramesh Babu, Sri Vinay Kumar Singh
Member-Secretary – Sri Sudhir Sarkar

27. Guest House and Canteen Management Committee

- Chairman – Dr. Hariom Kumar Sharma
Co-Chairman – Dr. Maruthi R.T.
Members – Sri Dilip Kumar Patra, Sri Nilay Kumar Singh
Member-Secretary – Sri Rakesh Kumar Roshan

28. Vehicle Maintenance Committee

- Chairman – Dr. Kunal Mandal
Co-Chairman – Dr. R. K. Naik
Members – Sri Kalyan Broto Roy, Sri Avijit Dutta
Member-Secretary – AAO (P&S)

29. Sports Committee

- Chairman – Dr. Mukesh Kumar
Co-Chairman – Dr. M. Ramesh Naik
Members – Smt. Gita Das, Sri Chandan Kumar Verma, Sri Ratna Bahadur Thapa
Member-Secretary – Sri Vinay Kumar Singh

30. Rajbhasha Implementation Committee

- Chairman – Dr. S.K. Pandey
Co-Chairman – Dr. Bijan Majumdar
Members – Dr. S. K. Jha, Dr. A. K. Singh, Dr. Shailesh Kumar, Sri Chandan Kumar Verma
Member-Secretary – Sri Manoj Kr. Roy

31. Swachh Bharat Abhijan Committee

- Chairman – Dr. S. Satpathy
Co-Chairman – Dr. R. K. Naik
Members - Sri Saurav Biswas, Sri Kalyan Broto Roy, Sri Avijit Dutta, Sri Dilip Kumar Patra,
Sri Dulal Chandra Dey

32. Women Complaint Committee (WCC)

- Chairperson – Dr. Shamna A.
Co-Chairperson – Dr. Sonali Paul Mazumdar
Members - Dr. Kanti Meena, Mrs. Neena Mandal, Smt. Laxmi Bansfore
Member Secretary - Miss Sohini Bhattacharya

33. Grievance Cell

- Convenor – Head of Office
Co-Convenor – SFAO
Members - AAO (Admn.I), Sri Subrata Kumar Pal, Sri Dilip Kumar Patra
Member Secretary - Miss Sohini Bhattacharya

34. Institute Joint Staff Council

- Members - Sri Chandan Kumar Verma (Member CJSC), Sri Subrata Kumar Pal, Sri
Vinay Kumar Singh, Sri Dulal Chandra Dey, Sri Ratna Bahadur Thapa
Member-Secretary - Sri Dilip Kumar Patra

35. Scientist Incharges of Sections and other Units

- a) Agricultural Extension Section – Dr. Sitangshu Sarkar
b) Agril. Knowledge Management Unit (AKMU) – Dr. C. S. Kar
c) Agril. Meteorology Unit - Dr. D. Barman

36. Coordinator of Research / Outreach Programmes

- a) All India Network Project on Jute & Allied Fibres (AINP of JAF) - Dr. Sabyasachi Mitra
b) Tribal Sub-Plan (TSP), MGMG & Jute I-CARE - Dr. Sitangshu Sarkar
c) Technology Mission on Jute (TMJ) - Dr. Bijan Majumdar
d) NFSM - Dr. C. S. Kar

37. Nodal Officer of Activities

- a) Seed - Dr. C. S. Kar
b) DUS – Dr. Amit Bera
c) RFD, ISO & AEBAS - Dr. Bijan Majumdar
d) HYPM - Dr. Surja Kumar Sarkar
e) Performance Indicator - Dr. Kunal Mandal
f) FMS-MIS & KRISHI Portal – Dr. Ashim Kumar Chakraborty
g) HRD - Dr. P. Satya
h) PERMISNET, PIMS-ICAR - Mr. Nilanjan Paul

38. Headquarter Incharges of Research Stations / KVK

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|----|---|---|----------------------|
| a) | Central Seed Res. Station for Jute and Allied
Fibres, BudBud | - | Dr. Jiban Mitra |
| b) | Ramie Research Station, Assam | - | Dr. Sitangshu Sarkar |
| c) | Sisal Research Station, Odisha | - | Dr. D. K. Kundu |
| d) | Sunhemp Research Station, UP | - | Dr. Sabyasachi Mitra |
| e) | Krishi Vigyan Kendra, BudBud | - | Dr. S. Satpathy |

All the aforementioned Chairman/ Incharge / members are requested to kindly dispose their respective assignments following codal formalities in view of prompt and precision works in various aspects of the Institute.



HEAD OF OFFICE

Distribution:-

1. For circulation to all the above
2. All HODs/ Sections/ Units
3. All SIC, Substations
4. I/c, KVK, BudBud
5. PS to Director, ICAR-CRIJAF